

*Expedite!*  
For Release 2006/04/13 : CIA-RDP70-00211R000900260010-2

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY

STAT

OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input checked="" type="checkbox"/> RETURN <i>Jo Fran</i>
<input checked="" type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks: STAT

has scheduled a 2:45 Meeting-Get-together for Friday, 8 May 1959, in our own area. He expects All Hands to be present. It is anticipated that each of us will schedule our workload accordingly,

*Expedite!*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

*Jo Fran*  
Fran, 1607 Quarters Eye

5/5/59

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900260010-2

*Meeting*  
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Outline for Discussion for [ ] Executive Officer, OTR

25X1

1. Records Control Schedule

a. Application--324 cu. ft.; 99 cu. ft. (1958)

2. Use of Subject-Numeric Filing System

a. Further application at Headquarters

b. Request for installation [ ] Public-Public Works Branch.

25X1

3. Vital Records

a. No materials on deposit at [ ]

25X1

4. Shelf Filing Systems

a. Advantages - Space- Equipment- Weight

b. Availability of Funds for purchase for Fiscal Year.

5. Forms Management

a. Identification of unofficial forms.

b. Identification of reasons for forms- Why?

6. Use of Correspondence and Reports Management Techniques

7. Audit Records Control Schedule periodically.

a. Review of September 1958 indicates some inactivity.

b. Area Records Officer should establish system for follow-up.

c. Area Records Officer consult with Chief, Records Center, regularly.

8. Area Records Officer should request advice and assistance regularly.

*5/8*

*B. Operational Alert - 24-28 Aug.  
C. Monthly Visit*

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